

Crafton Hills College Faculty Chairs Council Minutes

Date: October 5, 2018

Place: CNTL-119 comp. lab

Time: 9:00AM-10:50

Next Meeting: October 19, 2018

Place: EAST 104 9:00AM-10:50

Chairs Council Charge:

Chairs Council is authorized by the Academic Senate to develop, participate in and recommend processes including, but not limited to, Chairs' training, flex calendar, scheduling and facilities use, dual enrollment and syllabi recommendations. The committee makes recommendations for the prioritization of faculty hires, enrollment strategies, reviews program viability documents, faculty chairs handbook, and disseminates campus information to departmental faculty.

As with all Academic Senate Committees, the committee chair (or designee) will send agenda, documents, and minutes to the AS Historian or designee to be posted for public access.

Voting Members: Faculty Chairs (1 vote per department). Non-voting Members: Vice President of Instruction and Instructional Deans. Meeting Days and Times: 1st and 3rd Friday at 9:00am. Term: Two years.

Members:

- ✓✓ Breanna Andrews/Rick Hogrefe
- ✓ Jonathan Anderson/Ryan Bartlett
- ✓ Debbie Bogh/Ernesto Rivera
- ✓✓ Kathy Crow/Laurie Green
- ✓ Julie McKee/Jeff Cervantes
- Michael Sheahan/Danny Rojas
- ✓ Sherri Wilson/ Danielle McCoy
- ✓ Denise Allen
- ✓ Tom Bryant
- ✓ Kenny George
- Catherine Hendrickson
- ✓ Colleen Hinds
- ✓ Meridyth McLaren
- ✓ Sam Truong

Others Present:

- Kelli Dower
- Mark McConnell
- ✓ William Van Muse
- ✓ Miriam Saadeh
- Mike Strong
- ✓ Dan Word
- ✓ Keith Wurtz
- ✓ Kirsten Colvey
- ✓ William Miller
- ✓ Trinetta Barrie
- ✓ Others: Farrah Appleby

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order:	Andrews	Chairs Council 10/05/2018 @ 9:02am	
Approval of the minutes	Andrews	Cervantez moved to approved minutes. Anderson seconded. Ayes- All committee members	Minutes approved.
Information, Discussion, and Business			
1. Recommendation for Specific Dates of Chair term (rollover dates)	Wilson	Wilson presented Chair term rollover dates: <ul style="list-style-type: none"> - Summer chairs hours need to be defined, for example. When does one chair stop and the next begin? - Need to make clear that the academic year is the fiscal year. - Handout was given to Chairs: "Spring 2018: CHC Faculty Chair Selection Process" (rev. 04.16.14) - Handout was given to Chairs: "CHC Chair Nomination Form" - Handout was given to Chairs: "APPENDIX-4a: Faculty Department Chair Job Description" - Sherri has suggested that it is define how those 100 hours would be used during a fiscal year & could be 	Resolution: change academic year to fiscal year to provide clarification on when one chair's term of service begins and the others chair's term of service ends.

		<p>resolved by a defined start & end dates for faculty chairs.</p> <ul style="list-style-type: none"> - Per Wurtz, academic year is summer, fall, spring - Per McLaren, this can be defined 	
2. Chairs Manual Requests (Brainstorming- what do we want in the manual?)	Wilson	<p>Chairs Manual:</p> <ul style="list-style-type: none"> - To be posted online and can be easily access, which allows hyperlink capabilities - Handout was given for suggestions for chairs manual 	<ul style="list-style-type: none"> - Chairs were asked to review, mark responses/suggestions, and return to Wilson
3. Informer Training and new Chairs Desktop Data (cont.)	Wurtz	<p>Informer training and EIS desktop training with Wurtz: Note: Must be on the firewall to access these programs</p> <ul style="list-style-type: none"> - Began by discussing the BORG data cubes and how to locate that information from the CHC website - Next training was step by step training with EIS 	<ul style="list-style-type: none"> - Wurtz to send via email the training video for setting up the EIS spreadsheet onto the desktop to all faculty chairs - Room search query with informer - To continue meeting in here for on-going training
4. Hello Major Hello Career Fair	Barrie	<p>Barrie and Miller discussed the Hello Major/Hello Career & Disability Awareness event on October 24th from 11am-1pm, this is a combined event:</p> <ul style="list-style-type: none"> - Barrie: Fliers were distributed. Barrie discussed why this event is helpful to students who are still deciding on a major or undecided. She encouraged the faculty & department register for a booth & participate in the event; as well as, encouraging your students to attend. If students don't attend then employers will be discouraged and won't want to attend in the future. If possible, offer your student extra credit for attendance. - Miller: this is the second annual disabilities awareness event. There are about 20 different organizations that work with adults with disabilities. Need additional student volunteers to assist with events as well. 	
Standing Reports:			
5. VPI Report	Wurtz	<p>Wurtz: Dual-Enrollment discussion:</p> <ul style="list-style-type: none"> - Met with YCJUSD (faculty & admin) regarding developing a schedule which is 1-2 years in advance. 	<ul style="list-style-type: none"> - At the next meeting, Wurtz to bring back a possible draft schedule and graduation pathways

		<p>Enrollment Strategies Committee discussions:</p> <ul style="list-style-type: none"> - To look at developing new programs that will assist students immediately move into higher paying jobs after they complete their program. <p>Faculty had a discussion about program growth and FTEF:</p> <ul style="list-style-type: none"> - Faculty had a concern regarding growth and FTEF. CHC has only 23 FTEF total - Growing these programs will provide us with additional money to grow the programs by hiring additional FTEF. - District is supposed to put together a plan for hiring FTEF. 	
6. Deans Report	Deans	<p>Colvey discussed a counseling update and announcements:</p> <ul style="list-style-type: none"> - Rivera- discussed how they have assigned a counselor to each department and reviewed “Counselor Assignment to Departments” 	<ul style="list-style-type: none"> - Requested that we email any adjustments to Rivera & Bogh since this will all tie into for the guided pathways.
7. Academic Senate Report	Exec. Board	<ul style="list-style-type: none"> - Presentation on branding from the District <p>VPI & President hiring timeline:</p> <ul style="list-style-type: none"> - VPI in progress and President will happen next 	
8. CTA	McLaren	<ul style="list-style-type: none"> - October 27th STRS Retirement Workshop (10am-12pm) at the District, then lunch (12pm-12:45pm), then general discussion after that (begins at 1pm) - New contracts are in Wurtz office and available for pickup - One thing that was missing was the counselors available to work 4x10s schedules during the summer. Historically, this has not been a problem for CHC, but needs to be updated to ensure SBVC is allowing the summer 4x10 schedule as well. - Luncheon on 10/03 - Elections coming up for the Board. Any assistance or volunteers would be appreciated 	
9. Non-Credit Report	Allen	<ul style="list-style-type: none"> - Non-credit implementation plan will be added to website 	

		<ul style="list-style-type: none"> - Enhanced funding courses- the courses are moving forward and then the certificate will be approved. - Short-term vocational and workforce preparation are moving forward - English and Reading: English as a second language is moving forward - Courses for older adults- the funding needs to be evaluated; in addition, if there is a desire for these courses to ensure they are filled. 	
Wrap Up:			
Announcements		-- Need someone to lead next Chairs meeting on October 19 th (agenda will be prepared for you)	
Report Out Items (what to share with our dept)		<ul style="list-style-type: none"> - Bryant: "Bloody Red Heart" is happening on 10/19/2018 - Allen: Autumn festival Friday next weekend in Yucaipa (6pm-10om) and Saturday (6pm-9pm) CHC will have a booth. Wear CHC gear and come out! 	Denise Allen to substitute for Breanna Andrews at next Chairs Council meeting.
Future Agenda Items		<ul style="list-style-type: none"> -- Faculty Chairs Training (1st mtg of each sem.) -- November 2, 2018 "Stickyless Friday" -- November 16th PD presentation (Petrovic) 	
Adjournment		- Meeting adjourned at 10:37am	
<p style="text-align: center;">Mission Statement</p> <p>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>		<p style="text-align: center;">Vision Statement</p> <p>Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p style="text-align: center;">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>